

ST-6 Claim for Prior Overpayment / Request for Action on a Credit Memorandum

If you have been issued a credit memorandum and you are requestin	g a transfer or a cash ref	<u> </u>
Part 1: Identify your business 1 IBT no. Illinois business tax number	Do not write above this line. Mark with an "X" only if the address is different from the address on your original return, then complete Item 3 below.	
2 Business name	3 Mailing address	Number and street
	City	State ZIP
Part 2: Tell us why are you filing this clair Check one of the following reasons. (Note: Illinois law requires us to conv	ert a prior overpayment to a	credit memorandum before taking other action.)
4 I have a balance of prior overpayment that I want to have converted to a credit memorandum and transferred to another Illinois business tax (IBT) number.	5 I have a balance of prior overpayment that I want to have converted to a credit memorandum.	
That IBT number is		ance of prior overpayment that I want to have a credit memorandum then converted to cash.
Part 3: Tell us the amount of the prior over 7 What is the total amount of prior overpayment you are claiming in		\$
Part 4: Tell us what action you are reques Check one of the following reasons.	ting for this cre	edit memorandum
8I have a credit memorandum that I want to have transferred to another Illinois business tax (IBT) number. That IBT number is	9I have a cre- converted to	dit memorandum that I want to have o cash.
Part 5: Tell us the amount of the credit me 10 What is the total amount of credit memorandum on which you are		4? \$
Part 6: Sign below Under penalties of perjury, I state that I have examined this claim or r knowledge, it is true, correct, and complete.	equest for action on a cre	edit memorandum and, to the best of my

Paid preparer's signature

Mail to:
SALES TAX PROCESSING DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19013
SPRINGFIELD IL 62794-9013

Owner, partner, or officer's signature



Title and company affiliation

ST-6 Claim for Verified Overpayment / Request for Action on a Credit Memorandum Information and Instructions

General Instructions

When do I need to file Form ST-6?

You should file Form ST-6, Claim for Prior Overpayment/ Request for Action on a Credit Memorandum, if you are a registered retailer who has

- a prior overpayment on file and you want to
 - convert this overpayment to a credit memorandum, or
 - convert it to a credit memorandum and transfer ownership of the credit to another registered retailer, or
 - convert it to a credit memorandum then convert it to a cash refund; or
- · been issued a credit memorandum and you want to
 - transfer ownership of this credit to another registered retailer, or
 - convert it to a cash refund.

Note: Illinois law requires us to convert a prior overpayment to a credit memorandum before taking other action.

What is the deadline for filing a claim?

The deadline for filing a claim changes semiannually on January 1 and July 1. If you file a claim between January 1 and June 30 of this year, you may file for a credit that was created during the current year and the previous 36 months. Beginning July 1, you may file for a credit that was created during the current year and the previous 30 months.

How do I get forms?

If you need additional forms, you may photocopy a blank form, or you may ask us to send you additional copies.

To order forms,

- visit our Web site at www.lLtax.com
- call our 24-hour Forms Order Line at 1 800 356-6302
- call our "Illinois Tax Fax" fax-on-demand service at 217 785-3400
- write us at ILLINOIS DEPARTMENT OF REVENUE PO BOX 19010 SPRINGFIELD IL 62794-9010

Where can I get help?

You can get help by

- visiting our Web site at www.ILtax.com
- calling our Taxpayer Assistance Division at 1 800 732-8866 or 217 782-3336
- calling our TDD-telecommunications device for the deaf at 1 800 544-5304
- for general questions, writing to ILLINOIS DEPARTMENT OF REVENUE PO BOX 19015 SPRINGFIELD IL 62794-9015

If you have a specific question about an overpayment, about a claim you wish to file or about a claim you have filed, call 217 782-7517 or write us at

SALES TAX PROCESSING DIVISION ILLINOIS DEPARTMENT OF REVENUE PO BOX 19013 SPRINGFIELD IL 62794-9013 ST-6 back (R-3/02)

Step-by-Step Instructions

General information

Everyone must complete Parts 1 and 6.

If you are filing a claim for a prior overpayment on your account, you must complete Parts 2 and 3.

If you have been issued a credit memorandum and you are requesting a transfer or a cash refund, you must complete Parts 4 and 5.

Part 1: Identify your business

1-3 Write your Illinois business tax (IBT) number as it appears on your original tax return. Next, write the name of your business. Finally, write your current mailing address only if it is different from the address on your original tax return. Be sure to mark the box that indicates your address is different.

Part 2: Tell us why you are filing this claim for prior overpayment

- 4 Check this item if you have a balance of prior overpayment that you want converted to a credit memorandum and transferred to another Illinois business tax (IBT) number. Write the IBT number on the line provided.
- 5 Check this item if you have a balance of prior overpayment on file that you want converted to a credit memorandum.
- 6 Check this item if you have a balance of prior overpayment on file that you want converted to a credit memorandum then to cash.

Part 3: Tell us the amount of the overpayment

7 Write the total amount of prior overpayment you are claiming.

Part 4: Tell us what action you are requesting for this credit memorandum

- Check this item if you have been issued a credit memorandum that you want transferred to another Illinois business tax (IBT) number. Write the IBT number on the line provided.
- **9** Check this item if you have a balance of credit memorandum on file that you want converted to cash.

Part 5: Tell us the amount of the credit memorandum

10 Write the total amount of credit memorandum you are claiming.

Part 6: Sign below

This form cannot be processed unless it is signed by the owner, officer, or other person authorized to sign the original return.

To what address do I mail the completed form?

Mail your completed form to:

SALES TAX PROCESSING DIVISION ILLINOIS DEPARTMENT OF REVENUE PO BOX 19013 SPRINGFIELD IL 62794-9013